

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING
Underhill Town Hall
Thursday, February 20, 2020 3:00 p.m.**

Selectboard: Pat Sabalis, Dan Steinbauer and Bob Stone

Town Staff: Sherri Morin

Public: Ruth Miller (MMCTV), Kelley Avery, Teri Martineau, Kurt Johnson, Peter Bennett, Seth Friedman

3:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Adjustments to agenda:

3:01 p.m. Public Comment Period. None.

3:02 p.m. VLCT/PACIF & Hickok & Boardman (HBHRIQ). MVP HRA Plan, Human Resource Options. Kelley Avery (VLCT, VERB Trust), and Teri Martineau (HBHRIQ) review MVP HRA Plan, and Health Insurance Advisory Services Agreement. VLCT (Larry Smith) had helped Town in past two years with health insurance advisory services because the association health plan was new. However, now that the Town health insurance is through the health exchange, there are no commissions on the premiums. As a result, to continue such services through Hickock & Boardman, the Town would have to enter a Health Insurance Advisory Services (HIAS) Agreement, with an annual fee of \$500 plus \$15 per enrolled employee per month, for a total annual cost of about \$1200. If the Town doesn't want to continue the health advisory services, the Town has to notify MVP that it does not wish to work with a broker (Hickock & Boardman). Also discussed Health Advocate Plan through Hickock & Boardman, a separate program to help employees to resolve health care claims or help employee and family with referrals. Larry Smith is in a new role; Jim Carrion is the loss control rep now.

Pat Sabalis moved that the Town of Underhill sign the HRA plan document dated 1/1/20 with MVP Healthcare. Dan Steinbauer seconded, and motion passed 3-0.

RESOLVED, that the form of Welfare Benefit Plan, effective January 01, 2020, presented at this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

RESOLVED, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

Pat Sabalis moved that the Selectboard approve the resolutions. Dan Steinbauer seconded, and motion passed 3-0.

3:25 p.m. Mount Mansfield Community Television (MMCTV). MMCTV Executive Director Angelike Contis discussed recent survey results concerning proposed Internet-based Channel. Currently on Comcast stations (2,300 households). Most are in Jericho and Richmond. Those who do not subscribe to Comcast must go online and download programs. There are costs associated with an Internet-based channel, which MMCTV hopes the towns of Underhill, Jericho and Richmond will contribute to. Proposed that there be a general public meeting for the towns to provide further information to the public.

3:49 p.m. Town Meeting Australian Ballot Item Explanation. Due to absence of public, Selectboard reminded viewers that the explanations were posted on FPF, are available in hard copy and will be discussed at the statutorily required informational meeting on February 25, 2020.

3:54 p.m. Old Business. Reappraisal RFP. Town has proposals from Tyler Technologies in Ohio (\$165,000) and Vermont Appraisal Company in Vermont (\$119,000). Underhill Assessor is involved with Vermont Appraisal Company. Before making a decision based on cost alone, Chair will contact Jericho and Cambridge Selectmen to see if an experienced lister at either Town would help Underhill evaluate the proposals. Dan Steinbauer will contact VLCT to see if they could provide any assistance in evaluating proposals.

Interview Schedule for Road Crew Candidates. Four applications for open position on road crew. Initial review of applications will take place at 5:30 pm on 2/25/20. Selectboard will interview the most qualified candidates on Thursday 2/27 or Friday 2/28.

4:10 p.m. New Business.

Accumulated Paid Time Off. Town has a unfunded liability for accumulated paid time off for employees. Selectboard should consider this issue as it revises personnel policies. Another issue is the provision that employees accrued vacation for the year on the first day of the calendar year rather than accrue vacation hours over the course of the year.

Posting of Roads. Road Foreman Nate Sullivan has asked for authorization to post weight limits on Town roads earlier than usual, from February 24 to May 15, 2020 (anticipated end date), due to the possibility of an early spring mud season and potential for subsequent damage to the Town infrastructure. Bob Stone moved that the Selectboard approve the posting the roads beginning 2/24/20 with an anticipated end date of 5/15/20 Bob Stone moved that the Selectboard approve the posting of roads as set forth in the notice. Dan Steinbauer seconded

Assessor Attestations for 2018 and 2019. Chair moved that Selectboard sign the Certificate -- No Appeal or Suit Pending, certifying that as of this date there are not any appeals pending from actions of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2019 grand list. Dan Steinbauer seconded and the motion passed 3-0.

Chair moved that Selectboard sign the Certificate of No Appeal or Suit Pending, certifying that as of this date there are not any appeals pending from actions of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2018 grand list. Dan Steinbauer seconded and the motion passed 3-0.

Ethan Allen Firing Range Environmental Assessment. Final Environmental Assessment for Light Demo Range at the Ethan Allen firing range, which was received by the Town last week and which

requires comments to be filed by March 9, 2020. Concern expressed by Seth Friedman and Peter Bennett is that more people will train at the Light Demo Range. As a result, there may not be higher levels of noise, but there will be more noise. Rather than a decibel issue, it is a repetition issue. Sound also channels through the valley. Chair will send letter to Mike O'Hara seeking a 30-day extension for submission of comments. Bob Stone will reach out to neighboring Selectboards of Bolton and Jericho to determine what, if anything, they are doing with respect to comments. Selectboard is willing to submit comments with assistance from the group of citizens with knowledge.

4:35 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the February 4, 2020 Regular Meeting of the Selectboard. Dan Steinbauer seconded and the motion passed by a vote of 3-0.

Pat Sabalis moved to approve the minutes of the February 13, 2020 Special Meeting of the Selectboard at 8:00 am. Dan Steinbauer seconded and the motion passed by a vote of 3-0.

4:41 p.m. Member Items, Correspondence, Announcements, Schedule.

Correspondence. Selectboard acknowledged receipt of:

- Copies of letters to property owners of land with expiring Land Contracts ineligible for renewal: (KY031, PC006 and PH436)
- Copy of Town Administrator memorandum to Fuller Road property owners regarding the Town provision of a replacement culvert for private installation.
- Copy of Letter to John Doherty regarding School Bus parking on Stevensville Road.

Schedule. Notice made that the next regular scheduled Selectboard meeting date is March 3, 2020. Notice made of Special Selectboard Meeting of February 25th at 5:30 p.m. to include Public Informational Hearing related to Australian Ballot Items scheduled for February 25th at 6:00 p.m. Notice that second Selectboard meeting in March is scheduled for March 19, 2020 at 6:00 p.m.

4:49 p.m. Executive Session.

Pat Sabalis moved that the Selectboard, staff and Consultant enter into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of 1 VSA §313(a)(3) of the Vermont Statutes. Bob Stone seconded and the motion passed 3-0.

5:30 p.m. Chair moved to exit the Executive Session. Dan Steinbauer seconded and the motion passed 3-0.

No action taken as a result of the executive session.

5:31 p.m. Adjournment. On a motion made by Pat Sabalis and seconded by Bob Stone the Selectboard adjourned on a vote of 3-0.

Submitted by Pat Sabalis

Read and Approved as submitted/amended

 _____, Chair